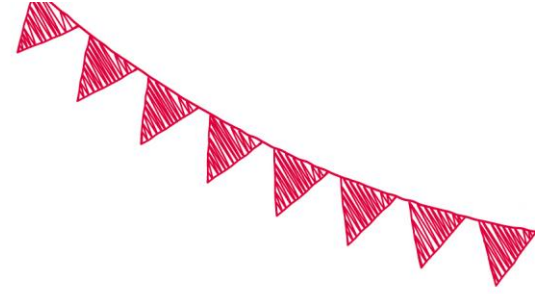


WEST HOVE
INFANT SCHOOL
.....
A family of friends



Hove Learning Federation School Meals Debt Policy

Implemented Autumn 2021

Amended Spring 2025

Our policy has been written in order to clarify how school meals will be managed and to support parents and carers to understand what is expected of them.

Hove Learning Federation has adopted a strict **NO DEBT** policy relating to our school meals service.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for school meals debts. Every parent/carer will agree that this is unacceptable and we request that all parents/carers give this policy their full support. If parents/carers believe that their child/ren may qualify for entitlement to Free School Meals please contact the office for more details. This allowance is a legal right and it is important that you use it if you qualify. We will help you all we can with your application.

Parents/carers must pay in advance for the school lunch using ParentPay.

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of **one** meal. However, this debt **must be paid in full the next day** and future meals must be paid for in advance. A child will not be granted a school meal in the canteen if the debt is over £2.60.

If payment is not received nor a packed lunch provided, the school will phone the parent/carer to ask them to pay online immediately. Alternatively, they must provide a packed lunch before lunchtime. If we become concerned that a child is regularly missing meals or sent to school with no food and no money, we may need to inform Social Services.

We hope that by implementing this debt policy, we are able to ensure all parents/carers manage payment for school dinners thereby ensuring that all school budget funding is used for children's learning.

If you have any concerns, please do not hesitate to contact us.

Mrs Maddie Southern
Headteacher